

Mary Marymount

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PROFILE

- Speak, read and write Spanish, French and English fluently
- Ability to comprehend and translate both Spanish and English spoken language and documents
- Lived in Madrid Spain for 6 months, extensive travel throughout southern Europe
- Exhibit in-depth cultural insight and cultural competence when assimilating to a new environment
- Able and willing to travel within the U.S. and overseas for assignments
- Significant studies in Mediterranean culture, religion, politics, economics and history

EDUCATION

Marymount University, Arlington, VA

May 2013

Bachelor of Business Administration in International Business, Minor in Spanish and French

Academic Highlights: Dean's List (6 semesters); Virginia Capital Seminar

Related Coursework: Issues in World Politics; Advanced International Business; Advanced Spanish Conversation; Spanish Translation; French Civilization and Culture II; Literary Translation; French Foreign International Relations

Saint Louis University, Madrid, Spain

August 2011 – December 2011

- Completed 15 credits of course work in International Business, Spanish Culture and Civilization, and Spanish Phonetics and Phonology.
- Learned to establish rapport quickly with individuals in an unfamiliar environment.
- Visited international organizations in Europe such as UNESCO, and the OECD headquarter in Paris.
- Interacted with business executives from leading European companies such as Philips, VW, and Air France.
- Participated in economic policy discussions with economists from banks such as Banco Sabadell in Barcelona, Credit Agricole in Paris, and the UniCredit Group in Madrid
- Studied with a group of multinational students from diverse countries such as Brazil, USA, Mexico, Singapore, Holland, Egypt, Saudi Arabia, Armenia, Venezuela, Indonesia and Panama.

RELATED EXPERIENCE

International Language Center, Fairfax, VA

May 2010 – Present

ESOL Conversation Café Coordinator

- Selected and promoted to lead all ESOL students in group activity and/or group discussion
- Secured guest speakers to provide information to the student body
- Reached out to key representatives of the Hispanic community to organize presentations about relevant issues affecting members of the group

Spanish Catholic Center, Washington, DC

January 2009 – May 2010

ESOL Teacher

- Effectively managed and organized classroom activities designed to cover daily learning objectives
- Prepared theme-based lesson plans, teaching materials and learning activities based on student need

Yorktown High School, Arlington, VA

August 2009 – May 2010

French Tutor

- Assisted students with class assignments, literature comprehension, vocabulary and class projects
- Aided students with the comprehension of grammar rules and with conversational proficiency of the language
- Utilized a variety of tutoring/teaching styles and techniques to meet students where they were at

OTHER WORK EXPERIENCE

Hostess, Faccia Luna Restaurant, Arlington VA

May 2008 – August 2010 (seasonal)

Cashier, Michael's Crafts, Richmond, VA

January 2008 – November 2008

EDUCATION

Marymount University, Arlington, VA

Bachelor of Arts in Psychology

May 2014

GLOBAL EXPERIENCE

Research, Activism, Advocacy: Psychology Research Project

May 2012 – June 2012

Marymount University Study Abroad Program, Nanyuki, Kenya

- Participated in a month-long study abroad research program focused on analyzing the intersection between human and animal welfare in order to explore how development, poverty and food insecurity fuel illegal wildlife hunting in Kenya, and Africa in general.
- Confirmed passion for providing social services and conducting community outreach while visiting local schools, farms and clinics and educating local residents about developing alternative, animal-friendly methods to keep themselves financially stable.
- Conducted behavioral observations of chimpanzees living at a sanctuary in Nanyuki, Kenya who have been rescued from abusive situations.

International Club Member

May 2010 – Present

Marymount University, Arlington, VA

- Collaborate with a diverse group of student leaders to organize on campus events that educate and engage the student body on international issues and multicultural traditions.
- Organize group trips to various exhibitions, fairs, and festivals showcasing culture and foreign languages in the Washington, DC Area in order to celebrate and further develop global awareness.

Latino Student Association Member

August 2011 - Present

Marymount University, Arlington, VA

- Actively educate fellow students on important aspects of Latino culture by organizing fun and engaging event on campus
- Reach out to local Latino community members, organizations and professionals to partner for an on-campus festival during the spring semester that attracts over 250 attendees each year

WORK EXPERIENCE

Marymount University, Arlington, VA

January 2013- Present

Computer Lab Assistant

- Demonstrated effective conflict-resolution and communication skills while assisting students with technical issues in university computer labs.

Hampton Inn Dulles South, Chantilly, VA

January 2011-Present

Guest Service Representative

- Developed strong customer service skills while interacting with hotel guests
- Responsibly managed large amounts of cash from register by maintaining an attention to detail

Champs Sports, Arlington, VA

September 2010- January 2011

Sales Associate

- Interacted well with diverse clientele and translated for Spanish-speaking customers as needed
- Maintained and increased customer service base by actively building strong relationships with new and existing store patrons

SKILLS

- Fluent in Spanish (reading, speaking, writing, comprehension)
- Proficient in Mac and PC operating systems; Microsoft Word & Excel; and SPSS

RETURN TO CAMPUS

My Study Abroad Career Plan

Now that you have returned to campus, put your experience abroad to work to further your career goals and make you a competitive candidate during the job search.

Assignment 1:	Your résumé is a marketing tool to introduce yourself to a potential employer. Highlight how your skills align with those that are defined in the job description. Meet with your Career Adviser to update your résumé and detail how your study abroad experience is an asset for employers.
Assignment 2:	There are many organizations that seek employees with intercultural skills. Select a few from the list and review their job boards. Consider the position that you are qualified for and how your skills make you a competitive applicant.
Assignment 3:	The connections you made abroad may end up as tomorrow's career connections. Before too much time passes, reconnect with those contacts that you met while abroad. Consider finding them on LinkedIn.
Assignment 4:	Interview professionals in your field. Ask about: <ul style="list-style-type: none">• Career goals prior to studying abroad• How the study abroad experience impacted their career direction
Assignment 5:	Your ability to succinctly describe what you have gained during your experience abroad will demonstrate strategic thinking and harness the power of your study abroad experience. Develop your narrative around your study abroad experience. Emphasize behavioral skills attained while abroad using the STAR method to help you frame your response.
Key Questions:	What are the skills you have gained during your time abroad?
	How has your experience abroad made you a better employee in these changing times?
	What was the most challenging situation you faced during your experience abroad, and how did you deal with it?
	Give an example of something from your study abroad experience that has changed you, and why.
	Describe a time when you anticipated potential problems abroad and developed preventive measures.

Set up a career planning appointment with your adviser.

My Study Abroad Career Plan -- Return to Campus

- The above information was obtained from a document from the Study Abroad Career Advisor's Packet provided through the 5.7.13 NAFSA Webinar entitled "Helping Students Translate 'Study Abroad' for the Job Search"

Transferable Skills & Qualities Gained From Study Abroad

- Establish rapport quickly
- Global mindedness, appreciation of diversity
- Cultural awareness, and sensitivity to customs and cultural differences
- Function with a high level of ambiguity
- Achieve goals despite obstacle
- Take initiative and take risks
- Accept responsibility
- Team work and
- Communicate despite barriers
- Willingness to learn
- Learn quickly
- Ability to handle difficult situations
- Ability to self-manage and handle stress
- Learn through listening and observing
- Broad and strategic thinking
- Communication and active skills
- Intercultural competencies
- Flexibility and adaptability
- Tolerance/open-mindedness
- Motivation and initiative
- Adaptability in new environments
- Organization and time management skills
- Ability to identify, set, and achieve goals
- Problem-solving and crisis-management
- Ability to view situations/problems from a unique perspective
- Patience, commitment and perseverance
- Independence, self-reliance, and responsibility
- Inquisitiveness and assertiveness
- General travel and navigational skills
- Tolerance/open mindedness
- Independence
- Self-confidence
- Self-knowledge
- Inquisitiveness
- Assertiveness
- Self-reliance
- High energy level/enthusiasm
- Appreciation of diversity
- Perseverance
- Flexibility
- Vision/Informed perspective